

**ROUTING AND TRANSMITTAL SLIP**

Date

7 JAN 1986

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1.

2.

3.

4.

DDA REGISTRY

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

Per   a submission to the Department of State of Listings of Gifts of More Than Minimal Value Given to Foreign Individuals during FY 85 has never been prepared by ~~our Agency~~ <sup>Protocol Dr</sup>. On Page Three of the attached it states, Agencies whose responses have not been received by this date (27 Dec) will be presumed not to have given any reportable gifts during FY 85."

**DO NOT** use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

JOYCE

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA  
FPMR (41 CFR) 101-11.206

\* U.S.G.P.O.: 1983 - 421-529/320

## ROUTING AND TRANSMITTAL SLIP

Date

9 DEC 1985

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. CHIEF, PROTOCOL BRANCH

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - ACTION .

FOR YOUR DIRECT RESPONSE. PLEASE NOTE

DUE DATE OF 27 DECEMBER 1985.

## EXECUTIVE SECRETARIAT

ROUTING SLIP

DDA SUBJECT FILE COPY

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17	CMS/DDA				
18	(for C/Protocol)	X			
19					
20					
21					
22					

SUSPENSE

Date

Remarks

Executive Secretary

4 DEC 85

Date

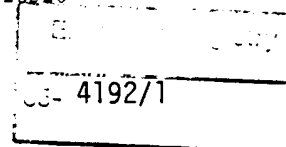
3637 (10-81)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

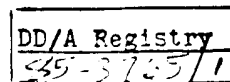


United States Department of State

The Chief of Protocol  
Washington, D.C. 20520



November 27, 1985



MEMORANDUM

TO : Heads of All Departments, Independent Agencies and  
Offices of the Executive, Legislative and Judicial  
Branches

FROM : Selwa Roosevelt *SR*

SUBJECT: Submission to the Department of State of Listings of  
Gifts of More Than Minimal Value Given to Foreign  
Individuals during Fiscal Year 1985

BACKGROUND: The Secretary of State, under Section 515(b) of  
Public Law 95-105, 91 Stat. 866, 22 USC 2694, approved August  
17, 1977, is required to transmit annually to the Speaker of  
the House of Representatives and the Chairman of the Committee  
on Foreign Relations of the Senate, a report containing details  
on:

- (1) any gifts of more than minimal value (\$165.00)  
purchased with appropriated funds, which were given  
to foreign individuals during the previous fiscal  
year, and
- (2) any other gifts of more than minimal value given by  
the United States Government to a foreign  
individual which were not obtained using  
appropriated funds.

PL 95-105 also prohibits the use of appropriated funds to  
purchase any tangible gift of more than minimal value (\$165)  
for any foreign individual unless such gift has been approved  
by the Congress. Note that the second part of the report  
includes all official gifts of more than minimal value,  
regardless of their origin (donation, non-appropriated funds,  
etc.).

In order to ensure compliance with PL 95-105, each agency should:

include the prohibition on purchase of gifts for foreign individuals of more than minimal value without Congressional approval in their fiscal regulations, designate a central point for reporting of all such gifts by October 31 of each year, and advise the Office of Protocol of this designation.

DEFINITIONS: Value is defined as the retail value in the United States at the time of acceptance, by 5 USC 7342 (a) (5). The triennial redefinition which occurred on October 20, 1981, and is now outdated, provided for raising minimal value from \$100 to \$140.00. A further redefinition, effective March 28, 1984, raises minimal value from \$140 to \$165. The term "foreign individual" does not include foreign institutions or governments, provided the gift is not intended for any particular individual. Gifts do not include compensation for services to the United States, or reimbursement of expenses incurred in the service of the United States.

ACTION REQUIRED: In order to enable the Secretary of State to discharge his responsibility under the law, each agency must transmit a compilation listing all gifts given to foreign individuals which fall under one of the two categories listed above. Negative reports are not required. Each agency should prepare its compilation for Fiscal Year 1985 in the format of the enclosed report sheet. Reports may be classified if necessary, and should be addressed to: Administrative Officer, Office of Protocol, S/CPR, Room 1238, Department of State, Washington, D.C. 20520. In submitting the report, please provide the name and telephone number of the individual who may be contacted, if necessary, concerning its contents.

This year all responses should be made by December 27. Agencies whose responses have not been received by this date will be presumed not to have given any reportable gifts during Fiscal Year 1985.

Inquiries regarding this report should be directed to the Office of Protocol, Ms. Shirley Stewart - telephone number 647-1701.

Enclosure:  
Reporting sheet.

REPORT OF GIFTS TO A FOREIGN INDIVIDUAL OF MORE THAN MINIMAL VALUE

    PURCHASED WITH APPROPRIATED FUNDS (Describe Congressional approval), OR  
    ACQUIRED FROM OTHER SOURCES (describe below)  
        GIVEN DURING FISCAL YEAR \_\_\_\_\_

AGENCY \_\_\_\_\_ INTERAGENCY REPORTS CONTROL NO. 0324-DOS-AN DATE \_\_\_\_\_

<u>Identification of Gift Given</u>	<u>Date and Recipient of Gift</u>	<u>Cost and Value of Gift*</u>
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